

Committee Final Report

NOTE: ** = Required Field

****Type of report being submitted:** Committee Final Report

****Date:** 7/5/2017

****Committee Name:** Orientation Committee

****Supervising Board Member:** T.J. Szafranski

****Chair, Co-Chairs, Assistant Chairs:** Veronica Milliner and Karen Doster-Greenleaf

****Committee members:**

Kristen Mapes
Anna Marie Mattonen
Pauline C. Stacchini
Mitch Aaron Winterman
Elizabeth Marie Hamilton

****Goals, Objectives, Projects completed (including, but not limited to, any procedures, tip sheets, checklists, etc. created during the reporting year):**

Objectives: The Orientation Committee plans and conducts orientation programs at both the Midwinter Meeting and Annual Conference. The 90 minute Saturday morning orientation at Midwinter and Friday afternoon orientation at Annual provide attendees an introduction to ALA, NMRT, the conference, the exhibits, and the host city. Additionally, the program provides the opportunity for other ALA divisions and round tables to distribute literature and promote their organizations. The additional 90 minute program held on Saturday morning at Annual focuses on NMRT. It introduces attendees to NMRT and encourages attendees to engage with NMRT at the conference and beyond.”

Goals: Midwinter Meeting Orientation and Annual Conference Orientation are intended to give new or first time conference attendees an overview of ALA and NMRT and to allow attendees the opportunity to network with other new ALA members and conference attendees. NMRT 101 is intended to give new or prospective NMRT members an overview of the round table and to advise them of the benefits of NMRT membership.

Projects: The Midwinter Orientation Session had 38 attendees. During the midwinter session we had a panel to provide information on NMRT and the conference. We also gave an overview of the ALA Infographic, an icebreaker, and a networking activity. The session was viewed favorably by the attendees.

Annual Orientation Session had 286 attendees. The session consisted of a panel followed by a networking activity. The last 15 minutes of the panel portion of the orientation session was broadcasted to virtual attendees via Facebook Live, providing viewers an opportunity to ask the panelists any questions. This was the first time the committee has provided this option. The NMRT 101 Session had 21 attendees. The NMRT 101 session this year took the form of a casual information fair where individuals could talk with committee chairs and learn how to get more involved in NMRT. Representatives from NMRT committees were in attendance to answer questions.

Resources that were created include:

- Structure of ALA Infographic which includes ALA acronyms on the back - Midwinter and Annual
- Google Map website with local information, tips, and social event details - Midwinter
- Facebook Live video during panel discussion - Annual
- List of “networking questions” conference attendees can use to get to know fellow conference goers - Midwinter and Annual
- Promotional images for all sessions - Midwinter and Annual
- Contributing to the Local Information Committee on their event and local tips website - Annual

****Action Items/Issues To Be Resolved – What plans/projects remain which will be carried over or postponed until next year? Have there been any substantial changes in plans requiring a reconsideration or cancellation of projects? Information regarding such will be helpful for future chairs and planners.**

There are no outstanding action items that need to be resolved by the incoming Orientation chairs. Planning documents and promotional materials can be shared upon request.

Discussion should continue between new Orientation Committee Chair(s), Networking Director, and NMRT President and Vice President to consider if the NMRT 101 Session at Annual will continue as-is, be combined with the Annual Orientation Session, or switch to online-only session.

Financial Report Section:

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| Your budget appropriation (see budget) | a. \$500.00 |
| Amount which you have spent this year | b. \$40.00 |
| Difference between budgeted amount and amount spent (a-b) | c. \$460.00 |

****Report submitted by:**

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